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Approved For Release 2003/04/17 : CIA-RDP80-01826R000100070006-2

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3 February 1956

MEMORANDUM FOR : Executive Officer, Office of Personnel

SUBJECT

: Semi-Annual Report **CONTRACT**
PERSONNEL DIVISION

Forwarded herewith, in accordance with memorandum dated 11 July 1955, is the Semi-Annual Report for the Contract Personnel Division.



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Chief, Contract Personnel Division

Attachment:

Semi-Annual Report

DOC	5	REV DATE	24-6-81	BY	
ORIG COMP		UPI	32	TYPE	01
ORIG CLASS	5	PAGES	6	REV CLASS	6
JUST	22	NEXT REV	2011	AUTH	MR 10-2

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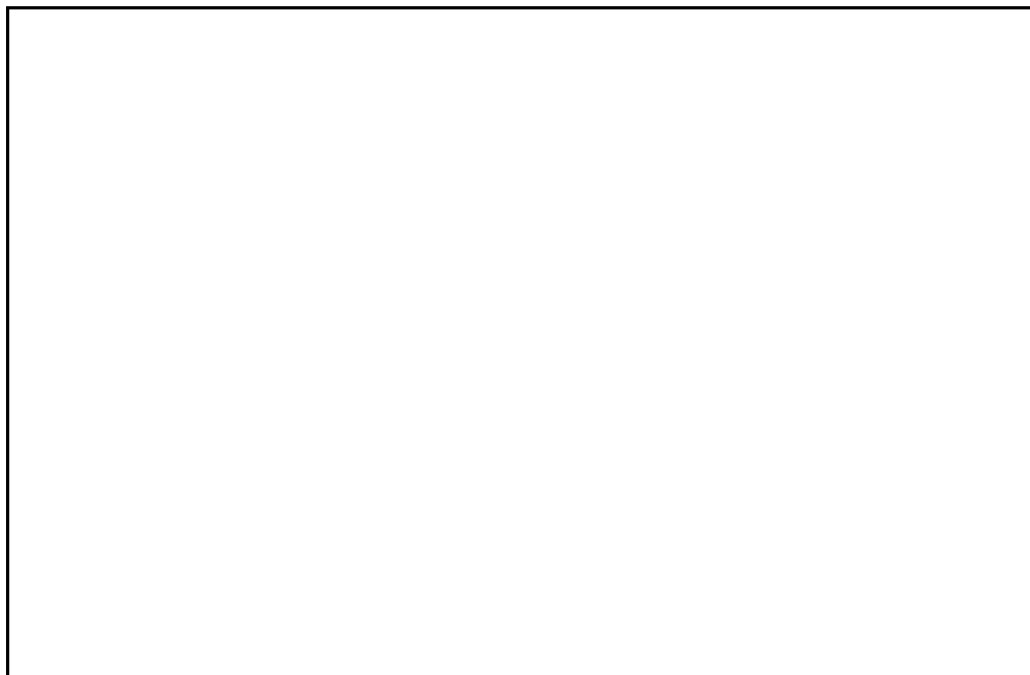
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Contract Personnel Division

PROGRESS REPORT

For the Period 1 July 1955 to 31 December 1955

I. Substantial progress was made during the reporting period in the direction of one of the major objectives stated in our last report on Program Plans, namely, that of developing and publishing certain basic regulations relating to the functions of this Division. It is possible to report that progress in varying degrees has been made with respect to this objective, specifically in connection with the following proposed regulations:



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II. Also during the reporting period two major projects were accomplished by the Division, the first involving the amendment of numerous contract employee contracts to provide the equivalent of the last legislative pay increase for the individuals concerned, and the second

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Contract Personnel Division

PROGRAM PLANS

For the Period 1 January 1956 to 30 June 1956

I. One of the chief objectives for the period indicated above is to "see through" to publication those regulations still unpublished which relate to the functions of the Division. Although several of the regulations now in process have passed the critical stage in the coordination process, there are several others which will require considerable effort and attention before the same can be said for them.

II. On the assumption that the regulations on the education allowance and later the regulations on the educational travel grant will be approved during the period indicated, the Division will have the responsibility for seeing that the provisions of these regulations are properly implemented. Since this is a new program, there will obviously be policy questions to be resolved as well as detailed procedures to be worked out.

III. Another major item confronting the Division during the first six months of 1956 involves the application of the General Counsel ruling on the taxability of allowance payments to contract agents. Implementation of this ruling involves such problems as devising new contract language for agent contracts, establishing a clear basis for computing the value of furnished quarters, and amending a considerable number of contracts to provide

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additional compensation in the amount of the additional tax.

IV. A continuing, but nevertheless a major responsibility to be emphasized during the period, involves the pursuit of every effective means of furnishing staff guidance and assistance to Agency officials concerned with the utilization of contract personnel. Closely related is our continuing program for briefing contract personnel themselves on the terms of their contracts as requested by the Case Officer. (Although the importance of this responsibility is recognized, our actual accomplishments may be adversely affected during the period as a result of a reduced staff.)

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